



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112556

DATE: November 24, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes
Commissioner, Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Hillside Food Outreach, Inc., for the provision of preparation and delivery services of monthly nutritional support to eligible low-income, homebound residents of Westchester County who cannot access food pantries, and also residents of Westchester County who can access food pantries, but are not consistently able to access food that is specific to their medical needs, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$90,000.00.

Authorization is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with Hillside Food Outreach Inc. ("Hillside"), pursuant to which Hillside will provide the County preparation and delivery services of monthly nutritional support to eligible low-income, homebound residents of Westchester County who cannot access food pantries, and also residents of Westchester County who can access food pantries, but are not consistently able to access food that is specific to their medical needs (the "Services"), for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$90,000.00 (DSS7006-26; the "Agreement"), to be paid pursuant to an approved budget and subject to appropriation.

The proposed Agreement will serve a public purpose by providing the County with the Services it needs in order to adequately provide assistance to eligible residents of Westchester County.

The goals and objectives of the proposed Agreement are to provide aid, care and support to eligible residents in need of public assistance by providing these Services. Without these Services, these eligible residents may be at risk of not having any or healthy food to eat.

The goals and objectives of the proposed Agreement are in the best interest of the County in terms of health and safety, as providing the Services will ultimately help ensure the health and safety of such persons.

The goals and objectives of the proposed Agreement will be tracked and monitored by the staff of the Department of Social Services.

The procurement of this proposed Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xiv thereof.

Accordingly, authority is requested for the County of Westchester to enter into the proposed Agreement with Hillside Food Outreach, Inc. for the aforesaid purpose.

A resolution requesting the same is annexed hereto for your Honorable Board's approval.

LGT

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/04/2025 - RAYMOND SISKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby:

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is authorized to enter into an agreement (DSS7006-26) with Hillside Food Outreach, Inc. ("Hillside"), pursuant to which Hillside will provide the County preparation and delivery services of monthly nutritional support to eligible low-income, homebound residents of Westchester County who cannot access food pantries, and also residents of Westchester County who can access food pantries, but are not consistently able to access food that is specific to their medical needs (the "Services"), for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$90,000.00, to be paid pursuant to an approved budget; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to Hillside, then Hillside shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5960		\$90,000

2. Budget Funding Year(s): 2026

Start Date: January 1, 2026 End Date: December 31, 2026
(must match resolution)

3. Funding Source:

Federal		CFDA#(s) N/A			
State		State ID#(s)			
Operating/Tax Levy	100%				
Capital					

4. Total NTE: \$90,000.00
(must match resolution)